
Memorandum

To: Honorable Mayor and City Council
From: Linda Styczen, Procurement Officer
Date: June 5, 2017

Subject: Recommendation for Design Engineering Services–Parking Lot 8

Background

The City issued a Request for Proposal for Design Engineering Services–Parking Lot 8 to prepare contract plans for resurfacing a City-owned parking lot at the intersection of Crescent Street at Blanchard Street.

Scope of Work

The scope of work for design engineering services includes:

- Data Collection
- Right-of-Way and Topographical Survey
- Base Plan Preparation
- Soil Borings
- Preparation of Contract Plans, Specifications, Bid Documents, and Engineer’s Estimate of Probable Cost
- Permitting
- Bidding Assistance

Evaluation of Proposals

A Request for Proposal was sent to six (6) pre-qualified vendors. Two (2) proposals were received and one was rejected for being late.

BIDDER ADDRESS CITY, STATE	Engineering Resource Associates 35701 West Avenue, Suite 150 Warrenville, IL 60555	Thomas Engineering Group 55 West 22 nd Street, Suite 300 Lombard, IL 60148
TOTAL COST	\$ 11,416.80	\$ 20,313.14

Engineering Resource Associates is qualified and experienced with this work, having performed several engineering studies, design, and construction engineering services for the City previously.

Funding for Design Engineering Services-Parking Lot 8 is included in the FY 2017/18 Parking Fund Capital Projects budget. The budget amount is \$20,000. The low bid is \$8,583.20 below budget. I recommend the City Council approve the attached resolution authorizing the execution of an agreement with Engineering Resource Associates, Inc., for \$11,416.80.

Agreement exhibits are on file in the City Clerk’s office and available for review.